# Wednesday
# April 2

# Election Operations

# 9:00 am – 10:30am

**Rachell Simmons**
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Poll Watchers
Superior Court Judges
Registrar on Election Day
Oaths
Campaign Sign Placement
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Ballot delivery in hospital
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# Election Countdown

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# Who Conducts the Election?

- Direction on who is responsible for conducting municipal elections is addressed in O.C.G.A. § 21-2-45, 21-2-70 and 21-2-70.1

- Direction on who is responsible for conducting county elections is addressed in O.C.G.A. § 21-2-40, 21-2-74 and 21-2-75 and 21-2-76

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# When do you hold the Election?

- Pursuant to O.C.G.A. § -2-541.1 and O.C.G.A. § -2-541.2, some municipalities passed local legislation authorizing staggered terms of office, which in some cases requires an election be held every year or every two years, depending on the term of office.

- All county, federal, and state generated elections are held in the even-numbered years on the Tuesday next following the first Monday in November. Most county elected official's terms of office are for four years, however, there are some, by local legislation, which carry terms of two or six years. **Georgia Constitution- Article II. Section II. Paragraph V**

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# The Differences in the Election Process between Municipalities and Counties

## Municipal Vacancies

- Vacancies in municipal offices are filled pursuant to municipal charter or general law (as long as the municipal charter is compliant with State law).
- If the municipal charter is silent on how the vacancy is filled, then general law applies, which states the vacancy must be filled by a special election.

## Federal, State and County Vacancies

- In most instances, general law addresses how vacancies in federal, state, and county offices are filled.
- There are some instances where local law will give direction on how a vacancy must be filled, such as for county school board members and county commissioners.

**It is recommended that the county election superintendent obtain from each municipality within their county the various elected offices and how a vacancy in each office is filled with reference to applicable statues and/or municipal charter provisions. For example, obtaining a copy of the city charter.**

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# The Differences in the Election Process between Municipalities and Counties

| Municipality Method of Electing Officials | County Method of Electing Officials |
|---|---|
| • **O.C.G.A. § 21-2-501(e)**<br>• In all cities having a population in excess of 100,000 according to the United States census, in order for a municipal candidate to be nominated for public office in any primary or elected to public office in any municipal election, he or she must receive a majority of the votes cast. | • **O.C.G.A § 21-2-501(a)**<br>• No candidate shall be nominated for public office in any primary or special primary or elected to public office in any election or special election unless such candidate shall have received a majority of the votes cast to fill such nomination or public office. |

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# The Differences in the Election Process between Municipalities and Counties

Municipal elected officials are not commissioned by the Governor unless there is local legislation in place to consolidate the municipal/county form of government which specifically addresses these elected officials be commissioned by the Governor.

All federal, state, and county officials holding elected office are commissioned by the Governor.

**Officers commissioned under great seal of state**

**O.C.G.A. § 45-3-30.** The commissions of the following officers shall have annexed thereto the great seal of the state, and shall be signed by the Governor and countersigned by the Secretary of State, namely: senators and representatives in Congress; Justices of the Supreme Court; Judges of the Court of Appeals, superior courts, and juvenile courts; the Attorney General; district attorneys; reporters of the Supreme Court and Court of Appeals; the Secretary of State; the Commissioner of Insurance; and all military officers of the grade of general. The commissions of all federal and judicial officers enumerated above shall be on parchment.

**Officers commissioned under executive seal**

**O.C.G.A. § 45-3-31.**The commissions of all other civil officers, except constables and clerks of magistrate courts, of the state or county shall be under the seal of the office of the Governor, signed by the Governor, and countersigned by one of his secretaries. All officers of the militia of the grade of lieutenant or higher shall have commissions under the seal of the office of the Governor.

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# The Differences in the Election Process between Municipalities and Counties

**County Voter Registrar Duties**
**O.C.G.A. § 21-2-215, 21-2-224 ( e ) , 21-2-226, 21-2-227**

- Custodian of all completed registration cards.
- Supply list of electors, at no charge, to municipality prior to every municipal primary election or at other times, when requested.
- Duty to determine eligibility of each person applying to register and/or remain registered to vote.
- Duty to verify elector signatures on absentee ballot applications, as well as absentee ballot oath envelopes. This must be done for ALL elections, to including municipal elections.
- Enter into state-wide voter registration system credit for voting by qualified electors within 60 days of a primary or election.

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# The Differences in the Election Process between Municipalities and Counties

| Post Election- Municipal Superintendent | Post Election- County Superintendent |
|---|---|
| • Turn over all other election return items to city clerk for retention as required by law. | • Turn over all other election return items to clerk of superior court as required by law with exception of copies to be retained in county election superintendent's office |

**O.C.G.A. § 21-2- 411, 21-2-229, 21-2-230, 21-2-367, 21-2-500**

- BOTH the county and municipal superintendent turn over voter certificates/checked list of electors to county registrars after each election. Voter certificates shall be kept by county registrars for at least 24 months. Checked list of electors shall be kept by county registrars for at least 5 years.

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# At least 6 months prior to election

· Obtain a copy of your state election code and state constitution
· Develop and distribute Election Calendar to office personnel and elected officials
· Arrange for elections training required by the state
· Determine cost and media deadlines for publishing notices
· Update and confirm precinct boundary lines and secure polling place locations, including advance locations
· Confirm that precincts adhere to ADA specifications
· Contact governing authority for copy of annexations
· Confirm that any annexations have been incorporated into the voter registration system.
· Develop emergency preparedness plan
· Publish any necessary qualifying notice
· Send availability letters to previous poll workers
· Begin recruitment of new poll workers

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# At least 4 months prior to election

· Confirm day of election contact information for building personnel for precincts. Have at least 2, preferably 3, contact numbers.
· Determine special equipment needs for precincts, extension cords, chairs, tables, telephone, electricity, etc.
· Develop Communication Plan for prior to Election Day and Election Day
· Contact ballot builder and discuss deadlines
· Contact printer and discuss deadlines
· Inventory voting equipment
· Schedule technical assistance for Election Day if necessary
· Prepare qualifying/candidate packages for distribution
· Inventory election supplies

# At least 2 months prior to election

- Schedule testing of voting equipment (Logic and Accuracy) and submit notification to local media

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# After qualifying

· If no election, publish appropriate notice
· If there is an election, supply names of candidates to ballot builder

· **Proof ballots**
· **Proof ballots**
· **Proof ballots**

· Order adequate number of ballots
· Order supplies
· Train poll workers

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# Advance Voting Management

· Arrange for equipment delivery to advanced voting locations and pick up
· Prepare and administer Manager and Clerk Oaths to AB/AV workers
· Schedule and train Poll Officers
· Set up Polling Place and arrange equipment in Polling Place
· Make sure all signs are posted at polls. Vote Here, No Campaigning, No Cell Phones, Voting Instructions and Legal Notices, 75/Disabled and Magnify signs and Sample Ballots
· Receive or prepare daily and required reports
· Obtain a list of electors from Elections Office

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# 45 days prior to an election

· Begin issuance of absentee ballots according to state law
· Schedule poll workers to be at their poll locations at appointed time
·

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# 1– 5 days prior to an election

· Obtain up to date electors list for office and polling places
· Set up polling place and post all required signs
· Obtain supplies from Election Office
· Ensure each polling place has provisional ballots
· Ensure that the Polling Place has proper utility turned on and working

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# Day Before Election

· Conduct one final check of the Polling Places
· Check to ensure you have the most current electors list

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# Election Day

· Administer any necessary oaths
· Open polls on time
· Have extra supplies available for delivery to poll locations and rovers available to deliver
· Maintain contact with precincts

# Determine the last voter in line

· Close polls, according to state law
· Convene absentee ballot review panel
· Canvass votes and report results – to state, to public, to media

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# Poll Watchers

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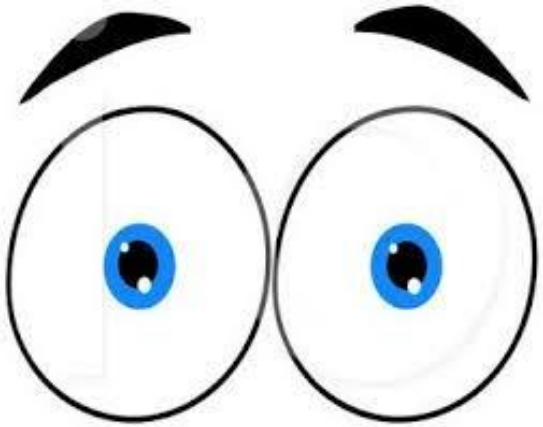
# Poll Watchers
# O.C.G.A. § 21-2-408

Poll watchers- designation; duties; removal for interference with election; reports by poll watchers of infractions or irregularities; ineligibility of candidates to serve as poll watchers



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# Poll Watchers
# O.C.G.A. § 21-2-408

- An independent or non partisan candidate, political party or political body may designate someone to go to a polling place or early voting location and observe. This person is known as a poll watcher. The poll watcher observes the election process.

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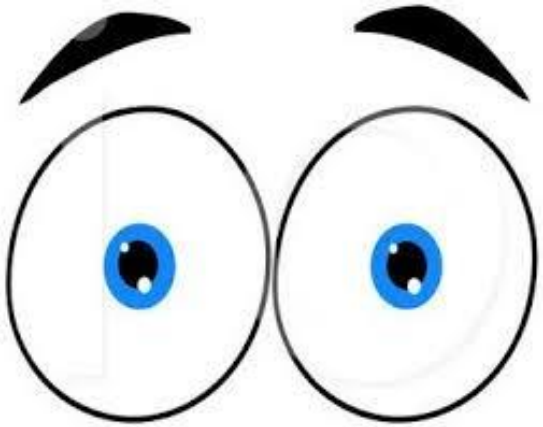
# Poll Watchers O.C.G.A. § 21-2-408

## Primary

- **Candidate** may submit 1 name per precinct to the party 21 days prior
- **Party Executive Committee** shall designate at least 7 days prior no more than 2 poll watchers for each precinct
- **Party Poll Watchers** are given a letter delivered to election superintendent



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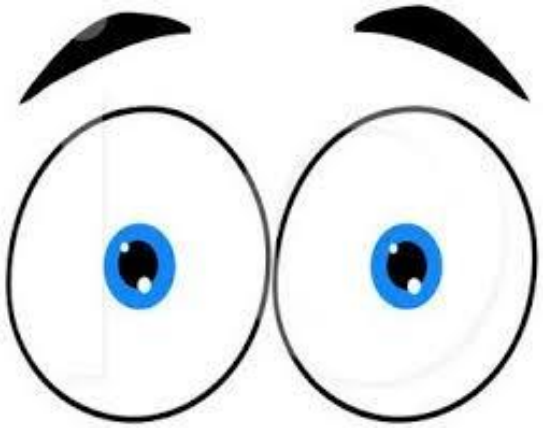
# Poll Watchers
# O.C.G.A. § 21-2-408

## Primary Runoff

- **Candidate** may submit 1 name per precinct to the party 14 days prior
- **Party Executive Committee** shall designate at least 7 days prior no more than 2 poll watchers for each precinct

**Same rules for Advance Voting for Primary or Runoff Primary**



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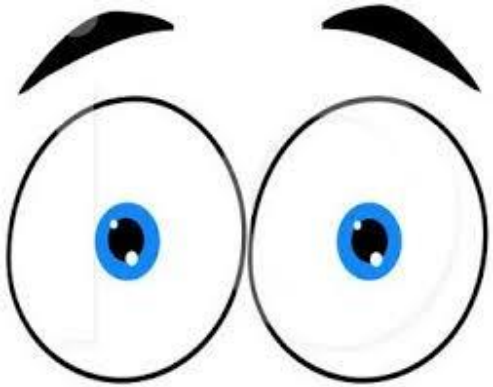
# Poll Watchers
## O.C.G.A. § 21-2-408

## Election or Runoff Election

- Each **Political Party** may designate at least 7 days prior no more than 2 poll watchers in each precinct
- Each **Political Body** may designate at least 7 days prior no more than 2 poll watchers in each precinct
- Each I**ndependent** candidate may designate 1 poll watcher in each precinct
- Candidates in a **Nonpartisan** election may designate 1 poll watcher in each precinct

**Same rules for Advance Voting Sites**



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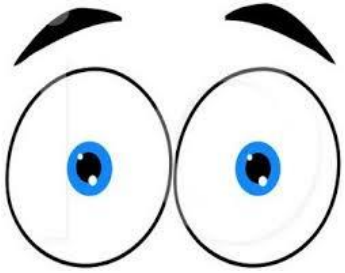
# Poll Watchers
## O.C.G.A. § 21-2-408

## Total Number

- Each **Political Party** which has nominated a candidate for state wide office, may designate at least 14 days prior to election, or runoff no more than 25 state wide poll watchers
- Each **Independent** candidate may designate no more than 25 state wide poll watchers
- Each **Nonpartisan** candidate running in a state wide election may designate no more than 25 state wide poll watchers
- No more than 2 state wide poll watchers of a political party or body, of an independent candidate, or of a nonpartisan candidate shall be in the same polling place simultaneously.



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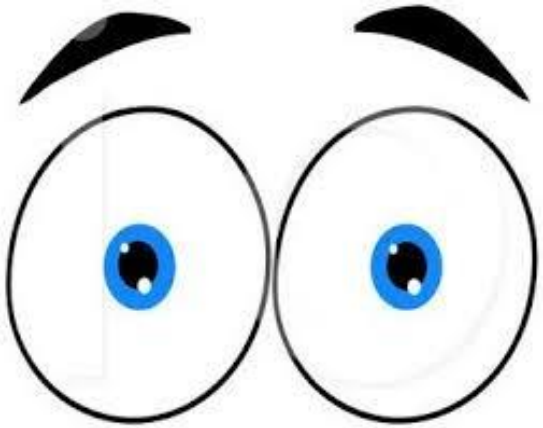
# Poll Watchers

**Same rules for Advance Voting**

## Tabulation Center

- Each **Political Party** may have 2 poll watchers
- Each **Political Body** may have 2 poll watchers
- Each I**ndependent** may have 1 poll watcher
- Each **Nonpartisan** may have 1 poll watcher



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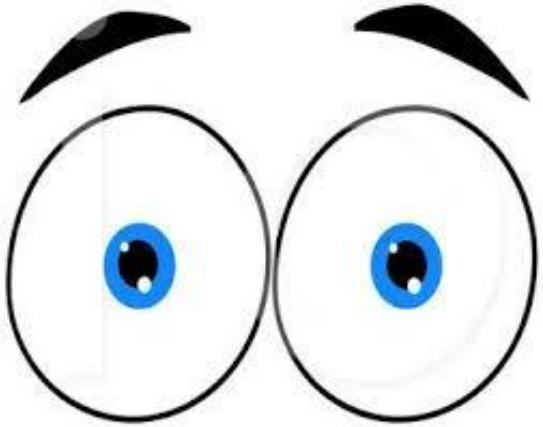
# WHAT CAN'T THE POLL WATCHER DO?

The poll watcher should not interfere with or impede the conduct of any election. Any infractions or irregularities observed by poll watchers shall be reported directly to the superintendent.

21-2-408 (d)



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## REMEMBER

The Election Superintendent and the poll officers are the sole authority in the polling place on Election Day. No other person may handle or touch election supplies and materials. Georgia Law provides for poll watchers – upon request – to be present in the polling place during an election. Poll watchers are intended to observe the conduct of the election and their prime concern is the integrity and fairness of the election.

**Poll watchers are official observers only.**

They may observe the conduct of the election before, during and after the polls close. All poll watchers must be approved and listed. A poll watcher should show their letter designating him or her a poll watcher to the poll manager of the precinct when entering the polling location. A poll watcher must wear their name badge at all times.

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**Poll watchers may not wear anything advertising a candidacy or advocating for or against an issue.**

Electioneering or any kind of campaigning must not take place in the polling place or within 150 feet of the entrance of the polling place during voting hours.

**Can a felon be a poll watcher if an independent candidate or political party choose him/her?**

There is no restriction in the election code as to who can serve as a poll watcher, other than a candidate whose name is to appear on the ballot cannot serve as a poll watcher.

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# Restricting Activities in Polling Place

As you know, Georgia law prohibits certain activities within the vicinity of any polling place. Accordingly, please remember the following pertinent restrictions related to activities within the vicinity of any polling place:

## Cellular Telephones and Other Electronic Devices

No person shall use a cellular telephone or other electronic communication device while voter is in a polling place while voting is taking place. This restriction does not apply to the use of cellular telephones by **poll officials**. O.C.G.A. § 21-2-413

## Exit Polling

Exit polling is permitted so long as it is done at least 25 feet from the building in which a polling place is located. Despite the 150 foot restriction on exit polling found in O.C.G.A. § 21-2-414, the injunction against the State of Georgia limiting the enforcement of O.C.G.A. § 21-2-414 with respect to exit polling remains in effect. *See NBC v. Cleland*, 697 F.Supp. 1204 (N.D. Ga. 1988).

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# Restricting Activities in Polling Place

**Campaigning**

The prohibition against other activities within the 150 foot area around the building in which the polling place is located will remain in effect pursuant to O.C.G.A. § 21-2-414(a). Any campaigning or other solicitation should not be permitted within this area.

**Candidates in Polling Places**

No person whose name appears as a candidate on the ballot being voted upon, except a judge of the probate court serving as the election superintendent, shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for the election. A "polling place" includes any rooms under the control or supervision of the board of registrars or absentee ballot clerk in which absentee ballots are being cast. After casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased unless the candidate needs to transact business with the board of registrars.

**Judges of the probate court serving as election superintendents shall enter polling places only as necessary to fulfill their duties as election superintendents and shall not engage in any practice prohibited by this Code section.**

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# Superior Court Judge and Registrar on Election Day

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# Registrars- Early Preparation

- ❑ Assign passwords and roles in Enet for newly hired staff
- ❑ Implement any precinct polling place or district changes
- ❑ Send precinct cards for any changes 30 days prior
- ❑ For any Muni Special Elections- last day to send an electors list to the City Clerk
- ❑ Enter Early Voting locations and times in Enet
- ❑ Order Master List for Absentee use
- ❑ Order Voter Lists & Master List
- ❑ After lists are ordered keep track of any necessary changes to voters so they can be made manually on the list
- ❑ Get copies made of Master List
- ❑ Deliver Voter list and Master Lists to Election Superintendent for each precinct
- ❑ Identify UOCAVA Applicants
- ❑ Identify Elderly and Disabled voters
- ❑ Order (or coordinate with Superintendent) Ballots for Mail-in and for Provisional.
- ❑ Inventory election/absentee supplies
- ❑ Last day to Order absentee supplies
- ❑ Receive ballots & secure them
- ❑ Ensure absentee ballots are available for Provisional and Challenged in the Advance locations
- ❑ Organize Absentee Ballot Application File
- ❑ Prepare “sets of 3” envelopes for mail out absentee
- ❑ Prepare your absentee ballots mailing stations. Label racks or mail folders as needed.
- ❑ L&A Checklist
- ❑ Ballot Proofing Tips

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# Registrars- Early Voting Management

- ❑ Reserve Early/Advance Locations
- ❑ Coordinate with Election Superintendent for DRE's needed
- ❑ Run advertisement for locations- hours- etc.
- ❑ Publish L & A- At least 5 days for a regular election; 24 hours prior to a special or runoff election - prior to the commencement of such preparation and testing, the election superintendent shall publish a notice in the legal organ of the county stating the date, time, and place or places where preparation and testing of the DRE units for use in the runoff will commence and stating that such preparation shall continue from day to day until such preparation is complete and that such preparation and testing shall be open to the public and that members of the public are entitled to be present during the preparation and testing of the DRE units. SEB rule 183-1-12- 02
- ❑ Determine equipment that will be needed such as computers- tables- chairs- line dividers
- ❑ Arrange to purchase rent or borrow items as needed.
- ❑ Inventory Optical Scan Ballots
- ❑ Prepare OS Memory Cards for Absentee L&A
- ❑ Last day to Conduct L & A for Early Voting
- ❑ Begin mailing Absentee ballots within 2 days of delivery receipt to voters who have applied
- ❑ Print Absentee Audit Report daily after voting begins to use for audit
- ❑ Ballot Transit Survey due the 32nd day before an election
- ❑ Arrange for equipment delivery to advanced voting locations & pickup
- ❑ Prepare and administer Manager & Clerk Oaths to AB/AV workers
- ❑ Staff Poll Officers & Workers
- ❑ Train Poll Officers & Workers--where and when?
- ❑ Poll set-up (in registrars office)

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# Registrars- Early Voting Management

- ❑ Public Exhibit of Sample Ballot 21-2-379.8
- ❑ Make sure all signs are posted
- ❑ Vote here
- ❑ No Campaigning
- ❑ No Cell Phones
- ❑ Voting instructions and Legal notices
- ❑ 75/disabled and magnify signs
- ❑ Sample ballots
- ❑ Set up Polls and begin In Person Early Voting the fourth Monday before Election Day
- ❑ Conduct Mandatory Saturday Voting- Only applicable when a state or federal candidate is on the ballot
- ❑ Receive or prepare daily DRE Recaps
- ❑ End in-person voting- deadline for voting absentee the Friday before Election
- ❑ Last day to accept absentee ballot applications and mail the Friday before the Election
- ❑ Arrange for delivery of supplies back to main office
- ❑ Return DRE's to Election Superintendent
- ❑ Be sure to enter all ballot issued- accepted-etc. information daily in the VR- this shows on MVP
- ❑ Last day for registrars to complete preparation of the voter 's list for use in the “Primary Election” in which it is to be used. O.C.G .A. § 21-2-224.

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# Registrars- Express Poll Management

- ❑ Set assignments for ExpressPoll units to be used in Early/Advance Voting
- ❑ Deliver units and forms to Early/Advance locations
- ❑ Arrange for Pick-up of Units
- ❑ Perform L&A
- ❑ Receive database file from KSU
- ❑ Update Express Poll as required (supplemental list- other changes to electors)
- ❑ Download Absentee voters (Flash cards)
- ❑ Pack Red Seal & Deliver Express Polls to Elec. Supr. at the end of Advance Voting

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# Registrars- L & A Checklist

## General Supplies:

- ❑ Oath of Custodian Form
- ❑ Blank CDs
- ❑ Sharpie
- ❑ Tape and Scissors
- ❑ Total count of machines by precinct
- ❑ GEMS Election database CD

## Optical Scan Checklist:

- ❑ OS units (please charge them 24 hours prior to testing)
- ❑ OS Memory Cards with extra batteries
- ❑ Diagnostic Ballots
- ❑ Ender Card
- ❑ L&A Test Deck

## Touch Screen Checklist:

- ❑ TS units & Keys
- ❑ TS Memory Cards
- ❑ Voter Access Cards
- ❑ Supervisor Cards and Supervisor Password
- ❑ VWD Kit
- ❑ Sample Ballots or Ballot Proofs
- ❑ Seals

## ExpressPoll Checklist:

- ❑ If ES&S is not testing ExpressPoll units, please have them tested prior to L&A to expedite the process.
- ❑ ExpressPoll units
- ❑ ExpressPoll L&A Memory Cards
- ❑ Supervisor Passwords
- ❑ Poll Book Report (report from KSU detailing voting locations and 6-digit Voter Center IDs for each voting location)

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# Registrars- Election Day

- ❑ Members of board of registrars to meet on election day.
- ❑ Consider qualifications of voters whose names have been omitted by error from the list of voters.
- ❑ Consider qualifications of electors who have been designated as potential non-citizens or whose application for voter registration could not be verified.
- ❑ The chairman of the county board of registrars and the election superintendent shall cause their office(s) to remain open during the entire duration of each primary and election, and after the close of the polls, until completion of the duties of said board

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# Registrars- What to Keep

**Election Day Records**

- ❑ Electors List from each precinct SEALED
- ❑ Accepted Voter Certificates in Binders from each Election Day Polling Place
- ❑ Rejected Voter Certificates in Binders from each Election Day Polling Place
- ❑ Provisional Voter Certificates
- ❑ Goldenrod Copy of Numbered List of Provisional Voter for each Advance- Absentee- or Election Day Polling Place or Tabulation Center
- ❑ Any other County Specific Provisional Paperwork

**Absentee Records**

- ❑ Accepted Applications for Absentee Ballots through the Mail
- ❑ Rejected Applications for Absentee Ballots through the Mail
- ❑ Accepted Applications for Absentee Ballots in Person
- ❑ Rejected Applications for Absentee Ballots in Person
- ❑ Goldenrod Copy of the Absentee Ballot Recap Sheet
- ❑ Goldenrod Copy of Daily DRE Recap Sheet

**Administrative Records**

- ❑ Completed Change of address Forms
- ❑ Completed Provisional Voter Registration Cards

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# Election Superintendent- Ballot Preparation

- ❑ Ballot Preparation
- ❑ Publish the Call
- ❑ Complete Mandatory Supply inventory
- ❑ Order Necessary Supplies from Elections Division through etraker
- ❑ Order Necessary Supplies not furnished by the state
- ❑ Complete candidate and question submission for KSU
- ❑ Clarify changes to precincts as soon as possible
- ❑ Proof ballot- Proof again- Proof a third time
- ❑ Coordinate with Registrar to order Ballots
- ❑ Utilize the KSU Absentee Ballot Estimator (ABE tool) for more accurate orders
- ❑ Ensure Provisional Ballots are available during emergencies
- ❑ Publish L & A- Five days prior to a General Primary election and at least 24 hours for runoff- the commencement of such preparation and testing, the election superintendent shall publish a notice in the legal organ of the county stating the date, time, and place or places where preparation and testing of the DRE units for use in the runoff will commence and stating that such preparation shall continue from day to day until such preparation is complete and that such preparation and testing shall be open to the public and that members of the public are entitled to be present during the preparation and testing of the DRE units. SEB rule 183-1-12- 02

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# Election Superintendent- Ballot Preparation

- ❑ Turn on GEM server and send out test export file for State Elections; leave server on til after the election
- ❑ The superintendent shall give at least one week's notice of the time and place for the consolidation of the returns by posting a notice at the county courthouse. A copy of the notice shall also be posted in the superintendent's office during this period. O.C.G .A. § 21-2-492. (At least one week's notice prior to date of election.)
- ❑ Last Day to Conduct L&A for Election Day Equipment
- ❑ Refresher Training for Election Night Reporting
- ❑ Election Night Reporting Manual from SOE
- ❑ Pre-Election Practice and Send Zero File through ENR
- ❑ Printable ENR Checklist- Pre-election /Election Night/ Post Election
- ❑ Adding Voter Registration Numbers to GEMS Database
- ❑ KSU Instructions to Export results file from GEMS for ENR
- ❑ Intent to Tabulate Early

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# Election Superintendent- Ballot Preparation

**ADA COMPLIANCE STANDARDS**

By signing and submitting the affidavit, you are affirming:

- ❑ Polling Place Affidavit
- ❑ ADA Compliance Affidavit Upload
- ❑ ADA improvement plan

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# Election Superintendent- Pre-Election Practice and Send Zero File Through ENR

- ❑ Review the ENR user manual
- ❑ Confirm you can access the ENR admin website using this link: http://admin.enr.clarityelections.com/GA_Login.aspx
- ❑ Confirm you can login to ENR using your assigned user ID and password
- ❑ Practice using ENR. If you choose to practice, use the Georgia Test Election that is setup in ENR. Information on using the GEMS test database is below.
- ❑ REQUIRED: Enter Registered Voters in GEMS. Instructions on how to do this are available on the course page. The instructions are labeled 'KSU Instructions to add Voter Registration Data to GEMS'
- ❑ REQUIRED: Create your county ZERO export file to upload to ENR. Instructions on how to generate the export file from GEMS are available on Elearn. The instructions are labeled 'KSU Instructions to Export results file from GEMS for ENR"
- ❑ Upload the zero export to ENR. Access the ENR admin website and login (http://admin.enr.clarityelections.com/GA_Login.aspx)
- ❑ Select the 'Correct Election Date' and then upload and process election results following the instructions on pages 5-6 of the ENR Manual
- ❑ Carefully review the Public Results preview page and verify the following items (see pages 7-8 in ENR manual):
- ❑ Verify the contest results are as expected. 'ZERO votes' at this time (IMPORTANT!)
- ❑ General information such as Election name, County name, headers, and other look and feel items are correct
- ❑ Expected contests are displayed
- ❑ Expected candidates are displayed
- ❑ After completing the upload and review, if all is correct, select the "Publish" icon (see page 8 in the ENR manual)

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# Election Superintendents- Precincts and Polling Places

**PRECINCTS AND POLLING PLACES**

- ❑ Ensure facility contracts are updated and confirmed
- ❑ Site survey and inventory of amenities as needed
- ❑ Determine special needs- additional equipment needed- chairs-tables-etc.
- ❑ Determine access to a telephone
- ❑ Determine access to the building and any other structures- security gates-storage areas
- ❑ Confirm that precincts adhere to ADA compliance
- ❑ Submit changes to precinct locations and or boundary lines to DOJ and SOS
- ❑ Confirm security of location for delivery of materials prior to election day
- ❑ Schedule delivery of materials, arrange for secure storage
- ❑ Schedule access to location for set-up
- ❑ Update contact information for facility
- ❑ Obtain emergency number for building personnel
- ❑ Assign Poll workers to set up location

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# Election Superintendents- Poll Workers

**POLL WORKERS**

- ❑ Send letter of invitation to previous poll workers
- ❑ Initiate recruitment drives (colleges, churches, civic groups)
- ❑ Appoint managers and assistant managers
- ❑ Schedule meetings and trainings
- ❑ Revise Poll Worker Manual to include county specific information
- ❑ Prepare training certificates
- ❑ Prepare badges
- ❑ Conduct training
- ❑ Have I-9 's and other personnel forms on hand for poll workers to complete
- ❑ Review pay scale with workers and review county procedures for pay
- ❑ Review the Oath for Poll workers
- ❑ Complete form to notify SOS of training PWTC-03 21-2-99
- ❑ Provide reminder notices or confirmation calls

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# Election Superintendents- Election Day/Night Tasks

- ❑ Open the Polls
- ❑ Administer Oaths
- ❑ Maintain contact with Poll Mangers in all Precincts
- ❑ Notify the Elections Division of any irregularities ASAP
- ❑ Convene the vote review panel
- ❑ Determine the last voter in line
- ❑ Close the Polls
- ❑ The poll officers shall post either an accumulated results tape or one results tape from each unit on the door of the polling place according to which procedure was used.
- ❑ The election superintendent shall receive the memory cards from the poll managers and proceed to verify that the envelopes are sealed, remove each memory card and transfer the vote totals from the memory card to the election management system.
- ❑ Account for all TS cards and Express Poll Units
- ❑ Unofficial Election results to be uploaded a minimum of three times on election night until complete
- ❑ Check the SOS website to ensure results have been successfully exported.
- ❑ Certify on the local level within 7 days.

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# Election Superintendents- Election Night Reporting Checklist

- ❑ Create your county export file from GEMS and save to the state provided blue USB drive
- ❑ Instructions on how to generate the export file from GEMS are available on the previous in a link above this checklist..
- ❑ Access the ENR admin website and login (http://admin.enr.clarityelections.com/GA_Login.aspx)
- ❑ Select the 'Correct Election Date' and then upload and process election results following the instructions on pages 5-6 of the ENR Manual
- ❑ Carefully review the Public Results preview page and verify the following items (see pages 7-8 in ENR manual):
- ❑ Verify the contest results are as expected *IMPORTANT!*
- ❑ Verify that general information such as Election name, County name, headers, and other look and feel items are correct
- ❑ Verify that Expected contests are displayed
- ❑ Verify that Expected candidates are displayed
- ❑ After completing the upload and review, if all is correct, select the "Publish" icon (see page 8 in the ENR manual)
- ❑ After the final upload on election night select the pencil icon for election details and select "Election Night Complete" (see pages 10 in the ENR manual)
- ❑ Upload a copy of your GEMS Election Summary Report to the Election Night Database in elearn and your liaison will update your record to COMPLETE status.
- ❑ For problems with Export- KSU 1-866-578-8683
- ❑ For problems with Upload SOSIT 404-657-7894

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# Election Superintendents- Post Election ENR

**WARNING:**

**The next steps are not performed until after the Official Certification**

- ❑ Perform "Official Certified Results Upload" (see pages 11-16 in ENR manual)
- ❑ Carefully review the Public Results preview page and verify the following items (see pages 14 in ENR manual):
- ❑ Verify the contest results are as expected (IMPORTANT!)
- ❑ Verify that general information such as Election name, County name, headers, and other look and feel items are correct.
- ❑ Verify that expected contests are displayed
- ❑ Verify that expected candidates are displayed
- ❑ Follow the instructions provided to change the header string from "Unofficial" to "Official" and Remove the string "Provisionals not Included"
- ❑ After completing the official upload and review, if all is correct, select the "Publish" icon (see page 14 in the ENR manual)
- ❑ Since this is the certified upload select the pencil icon for election details and select "Canvass Upload" (see pages 15-16 in the ENR manual)
- ❑ ENR STEPS FOR THE ELECTION ARE COMPLETE
- ❑ Fax the Official Results Report produced from GEMS to the state

**The liaison fax numbers are**:

- Vernetta Brooks fax 770-717.5758
- John Hallman fax- 678.717.6053
- Axiver Harris fax- 770.408.3871

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# Election Superintendents- Post Election What to send to SOS

**COMPOSITE BALLOT**

O.C.G.A. § 21-2-497 Requires County and Municipal Superintendents to submit final copy of each ballot used in an election to the Secretary of State's office upon certification.

- ONLY Ballots that are not already delivered to the State by KSU
- Muni elections that the county conducts separate and apart from the County
- Special elections that do not involve state races
- Please send a HARD Copy

**Results**

❑ Original Copy of each County Consolidated Return Sheets attached to the Election Summary Report.
❑ Statement of Votes Cast SOVC Precinct Summary GEMS Report

**Recapitulation Forms**

❑ Original Copy of DRE Recaps for each Precinct.
❑ Original Copy of Express Poll Recaps for each Precinct.
❑ Original Copy of Daily DRE Recaps used during Advance Voting
❑ Original Copy of Daily Express Poll Recaps used during Advance Voting
❑ Original Copy of Absentee Ballot Recap (SEALED)
❑ Original Copy of Provisional Ballot Recaps from each Election Day and Advance Polling Place (SEALED)

**Numbered Lists of Voters**

❑ Numbered List of Voters from each Election Day Polling Place (Optional if using Express Polls)
❑ Numbered List of Absentee Voters for each Precinct in which Absentee Ballots were cast
❑ Original Copy of the Provisional Numbered List of Voters from each Election Day and Advance Polling Place (If applicable)
❑ Original Copy of the Supplemental Numbered List of Voters from each Election Day Polling Place (If applicable)

**Administrative Records**

❑ Yellow copy of Request to Relocate the GEMS Server (if applicable)
❑ Yellow copy of Items not returned to Election Office (if applicable)
❑ Original Copy of the Poll Worker Training Certificate
❑ CD Copy of Post-Upload- Official and Complete Election Database

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# Election Superintendents- What to Keep

**Results**

- ❑ Yellow Copy of County Consolidated Return Sheets attached to the Election Summary Report.
- ❑ Statement of Votes Cast -SOVC Precinct Summary - GEMS Report.
- ❑ One Copy of the Results Tape from each DRE Unit Programmed for either Advance or Election Day Voting.
- ❑ One Copy of the Results Tape from each OS Memory Card Programmed for Absentee or Provisional Voting.

**Recapitulation Forms**

- ❑ Yellow Copy of DRE Recaps for each Precinct.
- ❑ Yellow Copy of Express Poll Recaps for each Precinct.
- ❑ Yellow Copy of Daily DRE Recaps used during Advance Voting
- ❑ Copy of Daily Express Poll Recaps used during Advance Voting
- ❑ Yellow Copy of Absentee Ballot Recap
- ❑ Yellow Copy of Provisional Ballot Recaps from each Election Day and Advance Polling Place

**Numbered Lists of Voters**

- ❑ Numbered List of Voters from each Election Day Polling Place
- ❑ Numbered List of Absentee Voters for each Precinct in which Absentee Ballots were cast
- ❑ Yellow Copy of the Provisional Numbered List of Voters from each Election Day and Advance Polling Place -If applicable
- ❑ Yellow Copy of the Supplemental Numbered List of Voters from each Election Day Polling Place -If applicable

**Administrative Records**

- ❑ Original copy of Request to Relocate the GEMS Server -if applicable
- ❑ Original copy of Items not returned to Election Office -if applicable
- ❑ Yellow Copy of the Poll Worker Training Certificate
- ❑ CD Copy of Post-Upload Official and Complete Election Database
- ❑ Original Copy of Chain of Custody for Election Technician and Voter Education Purposes
- ❑ Original Copy of Oath of Custodians and Deputy Custodians of DRE Units

**Oaths -SEALED**

- ❑ Original Copy of Oath of Poll Managers from each Advance Absentee and Election Day Polling Place or Tabulation Center
- ❑ Original Copy of Oath of Clerks from each Advance Absentee and Election Day Polling Place or Tabulation Center
- ❑ Original Copy of Oath of Consolidation Assistants

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# Election Superintendents- What to send to the Clerk of Courts

**Results**

- ❑ Pink Copy of County Consolidated Return Sheets attached to the Election Summary Report.
- ❑ Statement of Votes Cast -SOVC Precinct Summary GEMS Report-.
- ❑ One Copy of the Results Tape from each DRE Unit Programmed for either Advance or Election Day Voting with Zero Total Report attached.
- ❑ One Copy of the Results Tape from each OS Memory Card Programmed for Absentee or Provisional Voting with Zero Total Report attached.

**Recapitulation Forms**

- ❑ Pink Copy of DRE Recaps for each Precinct.
- ❑ Pink Copy of Express Poll Recaps for each Precinct.
- ❑ Pink Copy of Daily DRE Recaps used during Advance Voting
- ❑ Copy of Daily Express Poll Recaps used during Advance Voting
- ❑ Pink Copy of Absentee Ballot Recap
- ❑ Pink Copy of Provisional Ballot Recaps from each Election Day and Advance Polling Place

**Numbered Lists of Voters -SEALED-**

- ❑ Numbered List of Voters from each Election Day Polling Place
- ❑ Numbered List of Absentee Voters for each Precinct in which Absentee Ballots were cast
- ❑ Pink Copy of the Provisional Numbered List of Voters from each Election Day and Advance Polling Place -If applicable-
- ❑ Pink Copy of the Supplemental Numbered List of Voters from each Election Day Polling Place -If applicable-

**Administrative Records**

- ❑ Original copy of Request to Relocate the GEMS Server -if applicable-
- ❑ Original copy of Items not returned to Election Office -if applicable-
- ❑ CD Copy of Post-Upload, Official and Complete Election Database
- ❑ Original Copy of Chain of Custody for Election, Technician, and Voter Education Purposes
- ❑ Original Copy of Oath of Custodians and Deputy Custodians of DRE Units

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# Election Superintendents- What to send to the Clerk of Courts

**Oaths -SEALED-**

- ❑ Original Copy of Oath of Poll Managers from each Advance, Absentee, and Election Day Polling Place or Tabulation Center
- ❑ Original Copy of Oath of Clerks from each Advance, Absentee, and Election Day Polling Place or Tabulation Center
- ❑ Original Copy of Oath of Consolidation Assistants

**Logic and Accuracy Testing**

- ❑ Custodian Certification Form for Accuvote-TS -Logic and Accuracy Testing Form-
- ❑ L&A Testing Forms for Express Poll
- ❑ Applicable GEMS Reports
- ❑ Accuvote-OS Test Deck
- ❑ Results Tapes from each DRE and OS Unit Tested

**Ballots**

- ❑ Cast Absentee, Provisional, Emergency, and Challenged Ballots
- ❑ Absentee, Provisional, Emergency, and Challenged Ballot Stubs
- ❑ Spoiled Ballots
- ❑ Canceled Absentee, Provisional, Emergency, or Challenged Ballots -without removal from envelope-
- ❑ Accepted Provisional Ballot Outer Envelopes
- ❑ Rejected Provisional Ballots -without removal from envelope-
- ❑ Absentee Ballot Oath Envelopes

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# Election Superintendents- Special Election Results

- ❑ County or municipal referendum/special election returns are sent to the SOS office.
- ❑ SPLOST results emailed to the Department of Revenue
- ❑ Education SPLOST are sent to the Department of Education
- ❑ Alcoholic Beverage Questions or Referendum results are sent to Alcohol and Tobacco Division
- ❑ Freeport Amendment results are sent to Department of Economic Development

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# Superior Court Judge on Election Day
# O.C.G.A. § 21-2-412

**§ 21-2-412. Duties of superior courts on days of primaries and elections**

At least one judge of the superior court of each judicial circuit shall be available in his or her circuit on the day of each primary or election from 7:00 A.M. eastern standard time or eastern daylight time, whichever is applicable, until 10:00 P.M. eastern standard time or eastern daylight time, whichever is applicable, and so long thereafter as it may appear that the process of such court will be necessary to secure a free, fair, and correct computation and canvass of votes cast at such primary or election. During such period the court shall issue process, if necessary, to enforce and secure compliance with the primary or election laws and shall decide such other matters pertaining to the primary or election as may be necessary to carry out the intent of this chapter.

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# Oaths

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# OATHS

As you know, it takes many people to run an election. However, before anyone can begin his or her election duties and responsibilities; they must be sworn in. There are various oaths which **must be** administered before ***every primary and election.***

They include*:*

- Oath of Managers
- Oath of Clerks
- Oaths of Consolidation Assistants
- Oath of Custodians and Deputy Custodians of DRE Units
- Chain of Custody Forms
- Election purposes
- Technician purposes
- Voter education purposes

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# OATHS

The **Oath of Registrars** is the exception to the rule. It should be administered at the time a person is appointed as registrar and is required for each new term for which a person is appointed as a registrar.

Copies of all the oaths listed above can be ordered from the Secretary of State office with the exception of the oath of superintendents.

However, the oath of superintendents are administered once before an election and it is good for their tenure. This oath can be found in your Georgia Election Code book.

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# OATHS

## Oath of Office for Managers and Clerks

**O.G.C.A. § 21-2-93**. Oath of office for managers and clerks

Before entering upon their duties at any primary or election, all managers and clerks shall be duly sworn in the presence of each other. The chief manager shall first be sworn by an assistant manager, and the assistant managers and clerks shall then be sworn by the chief manager. Each of them shall immediately sign in duplicate the oath taken by him or her upon forms to be furnished by the superintendent, and the same shall be attested by the officer who administered the oath.

- **ALL** managers and clerks shall be duly sworn in the presence of each other.
- The chief manager shall first be sworn by an assistant manager.
- The assistant managers and clerks shall then be sworn by the chief manager.
- Each of them shall immediately sign in duplicate the oath taken and the forms will be furnished by the superintendent

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# OATHS

**Manager's Oath**

Each manager must be sworn in before every election and the following oath should be administered and signed. **The manager's oath can be found in O.C.G.A 21-2-94.**

**Clerk's Oath**

All clerks assisting with election duties shall be sworn in by the chief manager and then asked to sign the oath. **The clerk's oath can be found in O.C.G.A 21-2-95.**

*Remember: The clerk's oath must be administered before every primary and election.*

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# OATHS

Each superintendent in his or her county/municipality must be administered an oath.

- Currently, there is **no form** which includes the superintendent's oath
- However, the oath is listed in your Georgia Election Code book.
- This oath must be given to the superintendent at the time of their appointment
- Counties may choose to use probate, state or superior court judges, notary

You may read the oath from the code book or you may choose to develop a form that includes a copy of the oath and a signature line.

**O.C.G.A. 21-2-70(15)** To take an oath in the following form:

I, _____ , do swear (or affirm) that I will as superintendent duly attend the ensuing election (or primary) during the continuance thereof, that I will to the best of my ability prevent any fraud, deceit, or abuse in carrying on the same, that I will make a true and perfect return of the said election (or primary), and that I will at all times truly, impartially, and faithfully perform my duties in accordance with Georgia laws to the best of my judgment and ability.

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# OATHS

Like all other officers working with the election process; registrars and deputy registrars must be sworn in before beginning the duties of his or her office.

- The registrar oath must be administered at the time the person is appointed as a registrar, and is required at the time a person is appointed as a registrar for each new term of serving as such, not prior to each election.
- The oath must be signed
- Administered by an officer authorized to administer oaths under state law
- Counties may choose to use probate, state or superior court judges
- The registrars and deputy registrar's oath can be found in the code book
-

**O.C.G.A.§ 21-2-214(d).** Before entering upon the duties of office, each registrar and deputy registrar shall take the following oath before some officer authorized to administer oaths under the laws of this state:

"I do solemnly swear that I will faithfully and impartially discharge, to the best of my ability, the duties imposed upon me by law as (deputy) registrar."

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# OATHS

**Oath Deputy Registrar**

## OATH OF DEPUTY REGISTRAR

**COUNTY OF:** _____

I do solemnly swear that I will faithfully and impartially discharge, to the best of my ability, the duties imposed upon me by law as deputy registrar. (O.C.G.A. 21-2-214(d)).

This _____ day of _____, _____.

Printed name: _____

Signature: _____

For time period of: _____ to _____

Trained by _____ ,county registrar on the following date: _____

NOTE: Each deputy registrar should receive initial training as to the duties of the registrar, procedures on holding drives, timeframes for returning applications, and other requirements relating to the registration process by deputy registrars. Refresher training is recommended on a yearly basis as a county policy as long as the person remains a deputy registrar. OCGA 21-2-215(g) requires annual training of educational facility deputy registrars. Any violation of Georgia law will immediately revoke the person's deputy registrar status. Any removal as a deputy registrar will require written notice from the registrar to the deputy registrar.

Trained by _____, county registrar on the following date:

Form: Deputy Registrar Oath 2005

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# OATHS

After an election takes place; the votes cast must then be counted. Because this responsibility is too big for one person, the election superintendent will need assistants. These assistants will help with the process of consolidation, computation and canvassing. Any person performing such functions must be sworn in.

Consolidation assistants are sworn in by the superintendent
They must be sworn in before **every** election

Take a moment to review **O.C.G.A.§ 21-2-492**. Computation and canvassing of returns; notice of when and where returns will be computed and canvassed; blank forms for making statements of returns; swearing of assistants

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# OATHS

The superintendent shall arrange for the computation and canvassing of the returns of votes cast at each primary and election at his or her office or at some other convenient public place at the county seat or municipality with accommodations for those present insofar as space permits. An interested candidate or his or her representative shall be permitted to keep or check his or her own computation of the votes cast in the several precincts as the returns from the same are read, as directed in this article. The superintendent shall give at least one week's notice prior to the primary or election by publishing same in a conspicuous place in the county courthouse or city hall, of the time and place when and where he or she will commence and hold his or her sessions for the computation and canvassing of the returns; and he or she shall keep copies of such notice posted in his or her office during such period. The superintendent shall procure a sufficient number of blank forms of returns made out in the proper manner and headed as the nature of the primary or election may require, for making out full and fair statements of all votes which shall have been cast within the county or any precinct therein, according to the returns from the several precincts thereof, for any person voted for therein, or upon any question voted upon therein. The assistants of the superintendent in the computation and canvassing of the votes shall be first sworn by the superintendent to perform their duties impartially and not to read, write, count, or certify any return or vote in a false or fraudulent manner.

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# OATHS

Maintenance of the voting system and supplies is an important facet of every election.

**O.C.G.A.§ 21-2-379.6(b)** The superintendent may appoint, with the approval of the county or municipal governing authority, as appropriate, a custodian of the DRE units, and deputy custodians as may be necessary, whose duty shall be to prepare the units to be used in the county or municipality at the primaries and elections to be held therein. Each custodian and deputy custodian shall receive from the county or municipality such compensation as shall be fixed by the governing authority of the county or municipality. Such custodian shall, under the direction of the superintendent, have charge of and represent the superintendent during the preparation of the units as required by this chapter. The custodian and deputy custodians shall serve at the pleasure of the superintendent. Each custodian shall take an oath of office prepared by the Secretary of State before each primary or election which shall be filed with the superintendent.

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# OATHS

**Oath of Custodian and Deputy Custodians of DRE units**

**Original (White Copy)** – To be filed with Election Superintendent
**Yellow Copy** – To be filed with Clerk of Superior Court

STATE OF GEORGIA
COUNTY/MUNICIPALITY _____

OATH OF CUSTODIANS AND DEPUTY CUSTODIANS OF DRE UNITS

I, _____, do swear (or affirm) that I will as a (deputy) custodian of the voting system for the County/Municipality of _____, faithfully perform all of my duties in accordance with State law, that I will prepare, in accordance with all Rules and Regulations governing the use of the voting system, all DRE units to be used in primaries and elections in this County/Municipality, that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying out my duties while preparing the DRE units for primaries and elections, and that I am not disqualified by law to hold the position of (deputy) custodian.

_____
(Deputy) Custodian

Administered by, sworn to and subscribed before me this _____ day of _____ 20___

_____
Superintendent

(Required by Georgia Election Code, Section 21-2-379.6(b))

Form #DRECO-04

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# OATHS

**Oath of Chain of Custody Form Election Purposes**

**Original (White) Copy** – To be filed with Election Superintendent
**Yellow Copy** – To be filed with Poll Manager
**Pink Copy** – To be filed with Clerk of Superior Court

## CHAIN OF CUSTODY FORM

(Election Purposes)

I, _____, as Poll Manager for _____ (precinct name) confirm that I have on this ____ day of _____, 20__, checked out and picked up my election supplies for the _____(date and name of election). Such supplies consist of Encoders, a Supervisor Card(s), Voter Access Cards, and Keys to the Touch Screen Units. A breakdown showing the number of each is located in the Superintendent's Office. I swear or affirm, that as Poll Manager for _____ County, I will perform my duties to prevent any fraud, deceit, or abuse using these items during the above referenced election and that I will return these items in accordance with my duties and Georgia Law.

_____
Poll Manager's Signature

_____
Elections Preparation Staff Signature

ALL ITEMS RETURNED: ____ YES ____NO
DATE AND TIME RETURNED: _____
RETURNED BY: _____ SIGNATURE: _____
ACCEPTED BY: _____ SIGNATURE: _____

COC-EP-04

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# OATHS

**Oath of Chain of Custody Form Technician Purposes**

**Original Copy (White Copy) –** To be filed with Election Superintendent
**Yellow Copy** – To be filed with Poll Manager
**Pink Copy** – To be filed with Clerk of Superior Court

## CHAIN OF CUSTODY FORM

(Technician Purposes)

I, _____, as Technician for _____ (county name) confirm that I have on this ____ day of _____, 20__, checked out and picked up my election supplies for the_____(date and name of election). Such supplies may consist of Encoders, a Supervisor Card(s), Voter Access Cards, and Keys to the Touch Screen Units. A breakdown showing the number of each is located in the Superintendent's Office. I swear or affirm, that as a Technician, I will perform my duties to prevent any fraud, deceit, or abuse using these items during the above referenced election and that I will return these items in accordance with my duties and Georgia Law.

_____
Technician's Signature

_____
Elections Preparation Staff Signature

ALL ITEMS RETURNED: _____ YES _____NO

DATE AND TIME RETURNED: _____

RETURNED BY: _____ SIGNATURE:_____

ACCEPTED BY: _____ SIGNATURE: _____

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# OATHS

**Oath of Chain of Custody Form Voter Education Purposes**

**Original (White Copy)** - To be filed with Election Superintendent
**Yellow Copy** – To be filed with with Election Trainer

## CHAIN OF CUSTODY FORM

(Voter Education Purposes)

I, _____,

confirm that I have on this ____ day of _____, 20__, checked out and picked up election supplies for use in voter education activities. Such supplies consist of the following items:

TS Units with Demo Memory Card _____

Voter Access Cards _____

Keys to the Touch Screen Units _____

I swear or affirm, that as a person providing voter education training for _____ County, I will perform my duties to prevent any fraud, deceit, or abuse using these items while in my possession and that I will return these items to the election office by _____ (Date and Time of Return).

_____
Voter Education Trainer

_____
Elections Office Staff Signature

ALL ITEMS RETURNED: _____ YES _____NO

DATE AND TIME RETURNED: _____

RETURNED BY: _____ SIGNATURE: _____

ACCEPTED BY: _____ SIGNATURE: _____

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# OATHS

| Type of Oath | Who Administers the Oath |
|---|---|
| Oath of Managers (Chief Manager)<br>Oath of Managers (Asst. Manager) | Assistant Manager<br>Chief Manager |
| Oath of Clerks | Chief Manager |
| Oath of Superintendents | Administered by someone authorized to give oaths (i.e., Probate Court Judge, Superior Court Judge, Magistrate Court Judge, Municipal Court Judge, State Court Judge,Clerk of Court, Notary Public) |
| When a combined Board | Administered by someone authorized to give oaths (i.e., Probate Court Judge, Superior Court Judge, Magistrate Court Judge, Municipal Court Judge, State Court Judge, Clerk of Court, Notary Public) |
| Oath of Registrars/Deputy Registrars | Administered by someone authorized to give oaths (i.e., Probate Court Judge, Superior Court Judge, Magistrate Court Judge, Municipal Court Judge, State Court Judge,Clerk of Court, Notary Public) |
| Oath of Consolidation Assistants | Election Superintendent |
| Oath of Custodians & Deputy Custodians of DRE Units | Election Superintendent |
| Chain of Custody Forms<br>· Election Purposes<br>· Technician Purposes<br>· Voter Education Purposes | Election Superintendent |

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# OATHS

**Can the forms containing the required oaths be changed?**

The forms may be altered to suit the needs of your county; however the actual oath cannot be changed and must be included on any forms which the county chooses to develop for swearing

**Who gets a copy of the oath?**

We now know who must take an Oath and who should administer the Oath, but what happens to the copies once they have been signed?

**White Copy of Oath's**

Goes to the Election Superintendent.

This includes;

- Oath for Poll Manager, Clerk, Consolidation Asst (Sealed)
- Oath of Custodians/Deputy Custodians of DRE Units
- Chain of Custody forms for Election Technician and Voter Education Purposes

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# OATHS

**Yellow Copy of Oath's**

Goes to the Clerk of Superior Court. This includes;

- Oath for Poll Manager, Clerk, Consolidation Asst (Sealed)
- Chain of Custody forms for Election Technician and Voter Education Purposes

**Pink Copy of Oath's**

Goes to the Clerk of Superior Court. This includes;

- Chain of Custody forms for Election Technician and Voter Education Purposes

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# OATHS

**What happens if the Oath's are not administered before every election?**

Since administering oaths before every election, is a duty required by law, this type of violation could be brought before the State Election Board.

**Reminder: When should Oaths be administered?**

Please remember that most Oaths should be administered before *every* election.

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# Chris Harvey

## Secretary of State Chief Investigator

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# Campaign Sign Placement

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# Campaign Sign Placement
# O.C.G.A. § 21-2-413 and 21-2-414

- The Georgia Election Code prescribes certain conduct by voters, candidate and others at polling places.

- Specifically, the Election Code restricts campaign activities within the vicinity of a polling place and prohibits candidates from entering certain polling places.

**No campaigning** may occur within the following boundaries:

1. Within 150 feet of the outer edge of any building wherein a polling place is established;
2. Within any polling place, or
3. Within 25 feet of any voter standing in line to vote at any polling place.

- All poll officials are charged with ensuring compliance with these provisions.

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# The 150 feet

- The Election Code restricts campaign and electioneering activity "within 150 feet of the outer edge of any building wherein a polling place is established". This "no campaign" zone is necessary to serve the compelling state interest in preventing voter intimidation and election fraud.
- The State's compelling interest is called to greater heights in creating a campaign free zone.
- The 150 foot boundary is proper to stop solicitation near the entrances and exits of the polling places, thereby protecting the voting lines from congestion or undue disruption.

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# The 150 feet

- As the statute states, the 150 foot boundary begins at the outer edge of a building that houses a polling place. A person violates the boundary even if he or she moves away from the entrance and exit to a polling place if such distance is not outside of the 150 foot boundary.

- Factors such as building, structures, and natural barriers that may limit a person's ability to observe the 150 foot "no campaigning" limitation, will not exempt any person from observing the restriction.

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# The 150 feet

- A candidate has placed 10 yard signs in a row at the edge of someone's property that is within the 150 feet of the corners of the voting precinct. The statue prohibits them "within 150 feet of the outer edge of any building which a polling place is established." These 10 yard signs are around the 90-100 feet mark but on private property.
- Does the rule govern private property that is very close to the voting precinct like this?

  What is the best way to handle the situation?
-

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# Election Monitor Checklist

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## POLLING PLACE INSPECTION REPORT

### Election Day Precincts

Monitor's Name_____ Date of Election_____

Type of Election: General Primary_____ General Primary Runoff_____ Special Primary_____

Special Primary Runofff_____ General Election Runoff_____ Special Election_____

Special Election Runoff_____

County_____ Municipality_____

Precinct Name_____ Poll Name_____

Manager_____

| | YES | NO |
|---|---|---|
| Did the chief manager and assistant managers arrive at the precinct at or prior to 6:00am (others at least 30 minutes prior)? **O.C.G.A. § 21-2-405** | | |
| Were a chief poll manager and two assistant poll managers assigned to conduct the election in the precinct? **O.C.G.A. § 21-2-90** | | |
| Did the poll managers and clerks take the prescribed oaths after they arrived at the precinct and before entering upon their duties? **O.C.G.A. § 21-2-93** | | |
| Were the oaths completed and signed? **O.C.G.A. § 21-2-93** | | |
| Was the polling place open to the public prior to the opening of the polls at 7:00am for the public to observe the set up and preparation of the polling place? **S.E. B. Rule 183-1-12(4) (d)** | | |
| Did the polling place open on time-no earlier and no later than 7:00am? **O.C.G.A. § 21-2-403** | | |
| Were poll officers conspicuously displaying an identification badge showing the officer's name and office (Chief Manager, Assistant Manger or Clerk) ? **O.C.G.A. § 21-2-97** | | |
| In precincts in which DRE units are used, if DRE units and ExpressPoll units were stored in the polling place overnight, were the DRE units and/or ExpressPoll units supervised at all times by the person taking possession or interlocked with a cable or chain and secured with a padlock or other type of locking system? **O.C.G.A. § 21-2-375** | | |
| In precincts in which DRE units are used, were DRE units properly sealed with a red numbered plastic seal prior to the poll officials setting with the DRE units for voting? **O.C.G.A. § 21-2-379.7** | | |
| Were the voting compartments, voting machine, or DRE units arranged in the voting room in a manner to allow for the monitoring by poll officials, and to permit the public to observe the voting without affecting the privacy of the electors while voting? **O.C.G.A. § 21-2-267** | | |
| In precincts in which paper ballots are used, is the ballot box securely locked and/or sealed in public view? **O.C.G.A. § 21-2-430** | | |
| Did the polling place have a provisional ballot station with all applicable materials (provisional ballots, provisional voter certificates, provisional voter registration applications, provisional inner and outer ballot envelopes, provisional numbered list of voters, provisional ballot recap sheets)? **O.C.G.A. § 21-2-418** | | |
| Did the polling place have a provisional ballot voting booth? **O.C.G.A. § 21-2-418** | | |

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| | YES | NO |
|---|---|---|
| Did the polling place have a provisional ballot box, container, or bag securely locked and/or sealed and in public view? **O.C.G.A. § 21-2-418** | | |
| Were the following notices posted :(Check YES if the notice is posted, or NO if the notice is not posted, even if the State Election Code or SEB Rules do not require the posting of the notice) | | |
| • Card of Instructions (In precincts using DRE units, voting machines, or paper ballots, one poster is required in the voting room outside the enclosed space)? **(SEB Rule 183-1-12.02 (3) (d) (7) , O.C.G.A. § 21-2-430 or O.C.G.A. § 21-2-450)** | | |
| • Notice of Penalties (In precincts using voting machine or paper ballots, one poster is required in the voting room outside the enclosed space)? **O.C.G.A. § 21-2-430 or O.C.G.A. § 21-2-450** | | |
| • Voting Rights Poster (In precincts using voting machines or paper ballots,, one poster is required in the voting room outside the enclosed space)? **O.C.G.A. § 21-2-430 or O.C.G.A. § 21-2-450** | | |
| • Voting Instructions Poster (Two posters are required in the voting room outside the enclosed space and one poster is required within the voting booth; in precincts using an optical scanning voting systems, one poster is required within the voting booth; or, in precincts using voting machines, two posters are required in the voting room outside the enclosed space. In a provisional voting booth, voting instructions should be posted if the ballot is an optical scan ballot. **SEB Rule 183-1-12.02 (3) (d) (7) , O.C.G.A. § 21-2-328 ( c) (2) or O.C.G.A. § 21-2-375 ( c) (2)** | | |
| • Sample Ballots (Diagrams-Voting Machines) (In precincts using DRE units, or an optical scan voting system, two sample ballots are required in the voting room outside the enclosed space; in precincts using voting machines, two diagrams are required in the voting room outside the enclosed space; or in precincts using paper ballots, a sample ballot shall be available for public inspection) **SEB Rule 183-1-12.02 (3) (d) (7) , O.C.G.A. § 21-2-328 ( c) (2) , O.C.G.A. § 21-2-375 ( c) (2) ,O.C.G.A. § 21-2-379 ( d) (2) O.C.G.A. § 21-2-292, O.C.G.A. § 21-2-450** | | |
| • Notice for Elderly or Disabled (In precincts using DRE units, an optical scanning voting system, voting machines, or paper ballots, one notice is required in voting room. ) **O.C.G.A. § 21-2-409.1** | | |
| • No Campaigning Poster (Suggested to be posted on or near exterior door of polling place? | | |
| • Prohibition Notice (Suggested to be posted in the voting room outside the enclosed space)? | | |
| • Photo Identification Poster (Suggested to be posted in the voting room outside the enclosed space)? | | |
| • Magnified Ballot Notice (Suggested to be posted in the voting room outside the enclosed space)? | | |
| • Notice to Voters (Regarding cast ballot button on DRE unit) (Suggested to be posted in the DRE unit voting compartment)? | | |
| • Handicap Parking Poster (Suggested to be posted in the parking area of the polling place if a permanent sign is not in place) ? | | |
| • Vote Here Notice (Suggested to be posted in a conspicuous location outside the polling place)? | | |
| Did poll officials ask voters for proper photo identification? **O.C.G.A. § 21-2-417** | | |
| Did poll officials observe and enforce restrictions on campaign activities within 150 feet of the outer edge of the building in which the polling place is located? **O.C.G.A. § 21-2-417** | | |
| Were the handicapped parking spaces marked by either permanent or temporary signs? **SEB Rule 183-1-6-.04 (8) (b)** | | |
| Was there an accessible path into the polling place for use by elderly and wheelchair bound disabled voters? **SEB Rule 183-1-6-.04 (8) (b)** | | |
| Was the accessible path prominently marked? **SEB Rule 183-1-6-.04 (8) (b)** | | |

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| | YES | NO |
|---|---|---|
| If a "poll watcher" is observing in a precinct, is the poll watcher displaying a poll watcher badge, furnished by the election superintendent, and bearing the words "Official Poll Watcher", the name of the poll watcher, the primary or election in which the poll watcher is serving, and the name of the precinct? **O.C.G.A. § 21-2-408** | | |
| Are poll officials examining at least once each hour the face of each DRE unit and voting machine, and each voting booth to verify and ensure that no unauthorized matter has been affixed to a DRE unit or voting machine, or places in a voting booth, and that the DRE unit or voting machine has not been tampered with in any manner? | | |
| In precincts in which DRE units are used, was a VWD (Voter with Disability) device attached to at least one DRE unit? **O.C.G.A. § 21-2-379.7** | | |
| In precincts in which DRE units are used, do the poll officials operating the ExpressPoll units know how to code a voter access card to allow a visually impaired voter to vote on a VWD unit? | | |
| In precincts in which DRE units are used, did poll officials ensure that voters return the issued voter access cards to a poll official prior to leaving the enclosed space in the poling place? **O.C.G.A. § 21-2-379.10** | | |
| Did the polling place close on time (no earlier or later than 7:00pm) ? **O.C.G.A. § 21-2-403** | | |
| Was the polling place open to the public after the closing of the polls at 7:00pm for the public to observe the tabulation of the results? **O.C.G.A. § 21-2-493** | | |
| In precincts in which the DRE units are used, did poll officials post a copy of the results tapes showing the votes cast and a copy of the provisional ballot recap sheet showing the provisional ballots voted on the door of the polling place after the polls closed? **O.C.G.A. § 21-2-440** | | |
| In precincts in which paper ballots, voting machines and optical scan voting systems are used, did poll officials post a copy of the general return sheets on the door of the polling place after the polls closed? **O.C.G.A. § 21-2-440** | | |
| In precincts in which optical scan voting systems are used, was a vote review panel established for the purpose of reviewing rejected optical scan ballots? **O.C.G.A. § 21-2-483** | | |
| What type of communication device are poll officials using to contact the election superintendent and/or registrar for official business?<br>Landline phone ( ) Cell Phone ( ) Radio ( ) Other ( ) | | |

Monitor's Signature_____

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# A copy of the checklist that they use is in this binder at the end of this section

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# Delivery of ballot to the hospital

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# Procedure for voting by absentee ballot; advance voting
# Delivery of Ballot to the hospital
# O.C.G.A. § 21-2-385 ( a)

**(a) At any time after receiving an official absentee ballot, but before the day of the primary or election, except electors who are confined to a hospital on the day of the primary or election, the elector shall vote his or her absentee ballot, then fold the ballot and enclose and securely seal the same in the envelope on which is printed "Official Absentee Ballot."** This envelope shall then be placed in the second one, on which is printed the form of the oath of the elector, the name, relationship, and oath of the person assisting, if any, and other required identifying information. The elector shall then fill out, subscribe, and swear to the oath printed on such envelope. Such envelope shall then be securely sealed and the elector shall then mail or personally deliver same to the board of registrars or absentee ballot clerk, provided that delivery by a physically disabled elector may be made by any adult person upon satisfactory proof that such adult person is such elector's mother, father, grandparent, aunt, uncle, brother, sister, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, or an individual residing in the household of such disabled elector. **An elector who is confined to a hospital on a primary or election day to whom an absentee ballot is delivered by the registrar or absentee ballot clerk shall then and there vote the ballot, seal it properly, and return it to the registrar or absentee ballot clerk.** If the elector registered to vote for the first time in this state by mail and has not previously provided the identification required by Code Section 21-2-220 and votes for the first time by absentee ballot and fails to provide the identification required by Code Section 21-2-220 with such absentee ballot, such absentee ballot shall be treated as a provisional ballot and shall be counted only if the registrars are able to verify the identification and registration of the elector during the time provided pursuant to Code Section 21-2-419.

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# Procedure for voting by absentee ballot; advance voting
# Delivery of Ballot to the hospital
# O.C.G.A. § 21-2-385

**Does this person in the hospital fill out an absentee ballot application before receiving the absentee ballot?**

YES

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**Can registrar deliver an absentee ballot to the hospital and return the ballot to the registrar's office?**

Yes.
O.C.G.A. §§ 21-2-213(a), 21-2-384(a)(4).
Subject to certain conditions, the board of registrars in each county may appoint deputy registrars to aid them in the discharge of their duties. The delivery of an absentee ballot to a person confined in a hospital may be made by a deputy registrar.

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**May a county board of registrars or absentee ballot clerk accept an absentee ballot that is delivered *in-person on Election Day* before the close of polls?**

Yes.
O.C.G.A. § 21-2-385(a).
Except electors confined to a hospital on election day, electors must vote their absentee ballots before election day. However, a voted absentee ballot may be personally delivered by someone legally authorized to be in possession of the ballot to the board of registrars or absentee ballot clerk on election day. The latest time a board of registrars or absentee ballot clerk may accept an absentee ballot on election day is the regular time for close of business for the board of registrars or absentee ballot clerk on election day, but no later than the close of the polls.

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# Provisional Voting

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# Provisional Ballots

- In 2002, the United States Congress passed the Help America Vote Act (HAVA) which mandates that every state will provide provisional voting in federal elections.
- In 2002, the Georgia General Assembly passed legislation that provided for provisional voting in all state and federal elections. O.C.G.A. § 21-2-418 and 21-2-419
- Voters who declare they are registered and eligible to vote in the county in which they desire to vote, but whose names do not appear on the registration list, must be permitted to cast a provisional ballot.

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# Provisional Ballots

- If an elector arrives at the polling location, and it is determined that he or she must cast a provisional ballot, then the elector must complete a provisional voter's certificate and a provisional voter registration application. (if applicable)

- The poll workers will note the form of ID provided, the type of provisional voter, the elector's name, the precinct name and number, the ballot style or district combination, and the date of the election on the Provisional Voter's Certificate.

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# Provisional Ballots

- A voter registration form is not necessary if the elector appears on the electors list but fails to provide an acceptable form of ID. In this instance, the poll worker will not be able to note the form of ID provided since the elector does not have an acceptable form of ID.

- After the voter has completed a voter's certificate and provisional voter registration application, the registrar will add the elector's name, provisional voter code, and ballot style to the provisional numbered list of voters.

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# Provisional Ballots

**OVERVIEW**

1. The voter is provided with a provisional ballot and two envelopes.
2. The poll worker will instruct the elector on the procedure to vote the ballot.
3. The voter must be allowed to vote the provisional ballot in such a manner as will ensure the privacy of the vote.
4. The voter places the voted ballot in the inner (white) envelope.
5. The voter places the inner (white) envelope in the outer (salmon) envelope.

The voter places all into the secure ballot box.

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# Provisional Ballots Voting Station

- Once you have determined that a voter is not on the electors list, or does not have appropriate identification, the voter should be directed to a provisional voting station that is separate and apart from the main check in table.

- PR- Elector's name is not on Electors List
- IDR- Elector registered by mail for the first time in Georgia and returned an absentee ballot without providing appropriate ID. This voter was a first time registrant by mail and did not include a copy of the appropriate ID with the voter registration application and does not show identification when he or she arrives at the polls.
- EH- Voting due to court ordered extended polling hours.
- PI- Elector does not have an acceptable form of photo ID. This voters name is on the electors list, but does not provide ID
- OP- Elector is out of precinct

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# Provisional Ballots Recap Form

- After the polls close, every Precinct Manager with the assistance of two Assistant Mangers must complete and sign the Provisional Ballot Recap Form to account for the used, spoiled and unused provisional ballots in their precinct.
- Even if you have NO provisional ballots, the Provisional Ballot Recap form must be completed showing zero's on lines A, B, C, D, and F.
- Remember- The Precinct Manager and BOTH assistants must sign the Provisional Ballot Recap Form.
- The Goldenrod copy of this form must be posted outside the polling place with the Touchscreen unit results tapes.

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# Provisional Ballots Free Access System

- When a federal candidate appears on the ballot, each county must provide a "free access system", such as a toll free telephone number or internet site, by which any provisional voter may determine whether his or her ballot was counted. At the time the voter casts a provisional ballot, the poll worker is required to provide the provisional voter with written information on how to determine whether the ballot was counted.

- Some counties provide a toll free phone number, other counties have web access for their voters.

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# Provisional Ballots Verification

- No later than 9:00am on the day following the Election, the Election Superintendent shall provide the Registrar with the provisional voter's certificates and voter registration cards so that the Registrar can begin the verification process.
- If a voter casts a provisional ballot because he or she did not show the proper photo ID, the poll officer must provide the voter with written information on how to provide the proper photo ID within the three days following the election.
- Registrars must verify ALL provisional ballots during the three days following Election Day.

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# Provisional Ballots Verification

- If a voter is found to have been registered but not at the polling place at which he or she cast a provisional ballot (as long as it was he correct county), that ballot SHALL be counted, duplicating the ballot if necessary to count only those races that were applicable to that voter. There may be other reasons why a provisional ballot shall not be counted, however, voting at the incorrect precinct is not such a reason.

- All ballots designated as EH will be automatically counted unless the voter was also an IDR, PR, or PI provisional voter.

- Not later than close of business on the Friday following the election, the Registrar will provide the Election Superintendent with the names of those voters whose provisional ballots should be counted.

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# Provisional Ballots Accepted

- Upon receiving the numbered list of provisional ballot electors from the Registrars (by the close of business on the Friday following the election) the Election Superintendent shall prepare to count the accepted provisional ballots.

- The Election superintendent shall first compare the precinct designation and election district information with the style of ballot (district combination) cast by the provisional ballot voter.

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# Provisional Ballot Rejected

- The rejected provisional ballots shall be marked on the outer envelope as “Not Counted” and shall not be opened. The ballots shall be maintained for the same time period and in the same manner as absentee ballots which were returned too late to be counted.

- Upon identifying the rejected provisional ballot electors, the Registrars shall proceed promptly to notify each such person by first class mail at the address shown on the provisional ballot voter’s certificate that his or her ballot was not counted because of the inability of the registrars to verity that the person timely registered to vote or such other proper reason. If the person’s voter registration card was approved, the registrars shall also notify the person that his or her name will be added to the elector’s list and the person will be eligible to vote in future primaries and elections and that a voter notification of precinct card will be mailed to the person to provide the voter with the correct precinct and election district information.

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# Provisional Ballot Rejected

- Upon receiving notification from the election superintendent of the names of the persons who cast provisional ballots in the incorrect precinct or on the incorrect ballot style (district combination), the Registrars shall notify such persons of their correct precinct and/or election district information. The sending of a voter notification or precinct card by first-class mail to the address shown on the voter registration card completed by such person when voting by provisional ballot shall be sufficient notice for such voters.

- If the person's voter registration is rejected, the Registrars shall notify the person of such rejection in accordance with
- O.C.G.A. § 21-2-226 ( d) .

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# Provisional ballots

You should be well prepared with several Provisional packets made up the night before the election. The packets include: voter certificate, provisional registration application, white envelope and salmon envelope.

**Poll workers are trained that all voters are given the opportunity to vote.**

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# Provisional ballots

**A man arrives at the polls to vote. His name cannot be found on Express Poll. He tells the poll worker he mailed his voter registration before the deadline. What does the Poll Worker do?**

A. Tell him to leave and bring back proof that he mailed his registration.
B. Laugh at him and say “too bad, you can’t vote.”
C. Issue him a provisional ballot allowing him to cast a ballot.

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# Provisional ballots

**A man arrives at the polls to vote. He is in the processing of beginning to vote when an elector challenges him before the voter voters on the DRE. What does the Poll Worker do?**

A. Tell the challenger to shut up and mind their own business.
B. Laugh at him and say “too bad, you can’t vote.”
C. Issue him a provisional ballot allowing him to cast a ballot.

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# Provisional ballots

**A woman arrives at the polls to vote. Her name appears on the master electors list in that county, but voter is not at correct precinct. What does the Poll Worker do?**

A. Direct her to the correct precinct.
B. Laugh at her and say “too bad, you can’t vote.”
C. Issue her a provisional ballot allowing her to cast a ballot.

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# Provisional ballots

**A man with long matted dirty hair arrives at the polls to vote. He does not have one of the required forms of photo identification. What does the Poll Worker do?**

A. Tell him to leave, get a hair cut and come back with short hair and the proper photo ID.
B. Laugh at him and say “too bad, you can’t vote.”
C. Issue him a provisional ballot allowing him to cast a ballot.

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# Provisional ballots

**A woman arrives at the polls to vote. She has registered for the first time by mail but has not provided valid ID, as required by HAVA . What does the Poll Worker do?**

A. Tell her she should not have mailed it, she should have taken it to the office in person.
B. Laugh at her and say “too bad, you can’t vote.”
C. Issue her a provisional ballot allowing her to cast a ballot.

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# Provisional ballots

**These voters would be issued a Provisional Ballot:**

· The voter whose voters registration can not be located on the Electors List /Express Poll

· The voter who does not have one of the required forms of photo identification

· The voter who registered for the first time by mail but has not provided valid ID, as required by HAVA

· The voter who is casting a ballot during extended poll hours as a result of court order.

· When an elector challenges another voter before the voter voters on the DRE

· Elector's name appears on the master electors list in that county, but voter is not at correct precinct.

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**During advanced voting week, if a voter's name is not on the elector's list, will they still complete a provisional voter's certificate and voter registration application?**

Yes.
O.C.G.A. § 21-2-418.
A person voting a provisional ballot shall complete an official voter registration form and a provisional ballot voting certificate.

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## Must a voter be provided a provisional ballot, if the voter is in the wrong precinct and does not have sufficient time to get to the correct precinct?

O.C.G.A. § 21-2-418, Rules of the State Election Board, Rule 183-1-12-.06(4)(d), (f).
If, in the reasonable exercise of discretion by the registrars or the poll workers, there is insufficient time for such person to go to such other precinct before the polls close, the poll workers may allow such person to vote a provisional ballot at the precinct in which the person is present. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A § 21-2-419(c) .

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# Challenged Voter Process

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## Voter Challenge
## Who Can Challenge

# Any elector of the county or municipality,

# O.C.G.A. § 21-2-230

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## Voter Challenge
## On What Grounds

The burden shall be on the elector making the challenge to prove that the person being challenged is not qualified to remain on the list of electors. O.C.G.A. § 21-2-229.

The qualifications for registration are:
a) No person shall vote in any primary or election held in this state unless such person shall be:
(1) Registered as an elector in the manner prescribed by law;
(2) A citizen of this state and of the United States;
(3) At least 18 years of age;
(4) A resident of this state and of the county or municipality in which he or she seeks to vote; and
(5) Possessed of all other qualifications prescribed by law.
(b) In addition to the qualifications in subsection (a) of this Code section, no person who has been convicted of a felony involving moral turpitude may register, remain registered, or vote except upon completion of the sentence and no person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed.
O.C.G.A. § 21-2-216

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# Voter Challenge
# Process/Evidence Required

Such challenge may be made at any time prior to the elector whose right to vote is being challenged voting at the elector's polling place or, if such elector cast an absentee ballot, prior to 5:00 P.M. on the day before the election; provided, however, that challenges to persons voting by absentee ballot in person at the office of the registrars or the absentee ballot clerk whose vote is cast on a DRE unit must be made prior to such person's voting.
(b) Upon the filing of such challenge, the board of registrars shall immediately consider such challenge and determine whether probable cause exists to sustain such challenge. If the registrars do not find probable cause, the challenge shall be denied. If the registrars find probable cause, the registrars shall notify the
poll officers of the challenged elector's precinct or, if the challenged elector voted by absentee ballot, notify the poll officers at the absentee ballot precinct and, if practical, notify the challenged elector and afford such elector an opportunity to answer.
c) The burden shall be on the elector making the challenge to prove that the person being challenged is not qualified to remain on the list of electors. The board of registrars shall have the authority to issue subpoenas for the attendance of witnesses and the production of books, papers, and other material upon application by the person whose qualifications are being challenged or the elector making the challenge. The party requesting such subpoenas shall be responsible to serve such subpoenas and, if necessary, to enforce the subpoenas by application to the superior court. Any witness so subpoenaed, and after attending, shall be allowed and paid the same mileage and fee as allowed and paid witnesses in civil actions in the superior court.

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## Voter Challenge
## Process/Evidence Required

(d) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and if the challenge is based on grounds other than the qualifications of the elector to remain on the list of electors, no further action by the registrars shall be required.
(e) If the challenged elector cast an absentee ballot and it is not practical to conduct a hearing prior to the close of the polls and the challenge is based upon grounds other than the qualifications of the elector to remain on the list of electors, the absentee ballot shall be treated as a challenged ballot pursuant to subsection (e) of O.C.G.A. § 21-2-386. No further action by the registrars shall be required.
(f) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and the challenge is based on the grounds that the elector is not qualified to remain on the list of electors, the board of registrars shall proceed to hear the challenge pursuant to O.C.G.A. § 21-2-229.

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# Voter Challenge
# Process/Evidence Required

(g) If the challenged elector cast an absentee ballot and the challenge is based upon grounds that the challenged elector is not qualified to remain on the list of electors, the board of registrars shall proceed to conduct a hearing on the challenge on an expedited basis prior to the certification of the consolidated returns of the election by the election superintendent. The election superintendent shall not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of O.C.G.A. § 21-2-229.

(h) If the challenged elector appears at the polls to vote and it is practical to conduct a hearing on the challenge prior to the close of the polls, the registrars shall conduct such hearing and determine the merits of the challenge. If the registrars deny the challenge, the elector shall be permitted to vote in the election notwithstanding the fact that the polls may have closed prior to the time the registrars render their decision and the elector can actually vote, provided that the elector proceeds to vote immediately after the decision of the registrars.

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# Voter Challenge
# Process/Evidence Required

If the registrars uphold the challenge, the challenged elector shall not be permitted to vote and, if the challenge is based upon the grounds that the elector is not qualified to remain on the list of electors, the challenged elector's name shall be removed from the list of electors. (i) If the challenged elector appears at the polls to vote and it is not practical to conduct a hearing prior to the close of the polls or if the registrars begin a hearing and subsequently find that a decision on the challenge cannot be rendered within a reasonable time, the challenged elector shall be permitted to vote by having the word "Challenged" and the elector's name written across the back of the elector's ballot notwithstanding the fact that the polls may have closed prior to the time the registrars make such a determination, provided that the elector proceeds to vote immediately after such determination of the registrars. In such cases, if the challenge is based upon the grounds that the challenged elector is not qualified to remain on the list of electors, the registrars shall proceed to finish the hearing prior to the certification of the consolidated returns of the election by the election superintendent. If the challenge is based on other grounds, no further action shall be required by the registrars. The election superintendent shall not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of O.C.G.A. § 21-2-229.
O.C.G.A. § 21-2-230

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# Voter Challenge
# Process/Evidence Required

The board of registrars shall have the authority to issue subpoenas for the attendance of witnesses and the production of books, papers, and other material upon application by the person whose qualifications are being challenged or the elector making the challenge. The party requesting such subpoenas shall be responsible to serve such subpoenas and, if necessary, to enforce the subpoenas by application to the superior court. Any witness so subpoenaed, and after attending, shall be allowed and paid the same mileage and fee as allowed and paid witnesses in civil actions in the superior court. After the hearing provided for in this Code section, the registrars shall determine said challenge and shall notify the parties of their decision. If the registrars uphold the challenge, the person's application for registration shall be rejected or the person's name removed from the list of electors, as appropriate. The elector shall be notified of such decision in writing either by first-class mail addressed to the mailing address shown on the person's voter registration records or in the manner provided in subsection (c) O.C.G.A. § 21-2-228 for other notices.

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# Voter Challenge
# Process/Evidence Required

Either party shall have a right of appeal from the decision of the registrars to the superior court by filing a petition with the clerk of the superior court within ten days after the date of the decision of the registrars. A copy of such petition shall be served upon the other parties and the registrars. Unless and until the decision of the registrars is reversed by the court, the decision of the registrars shall stand.
O.C.G.A. § 21-2-229

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## More Information

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- Polling Place Inspection Report
- Election Checklist
- Types of Provisional Voting handout
- Exit Polls handout
- Sample Poll Watcher letters
- Voter FAQ

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# Q & A